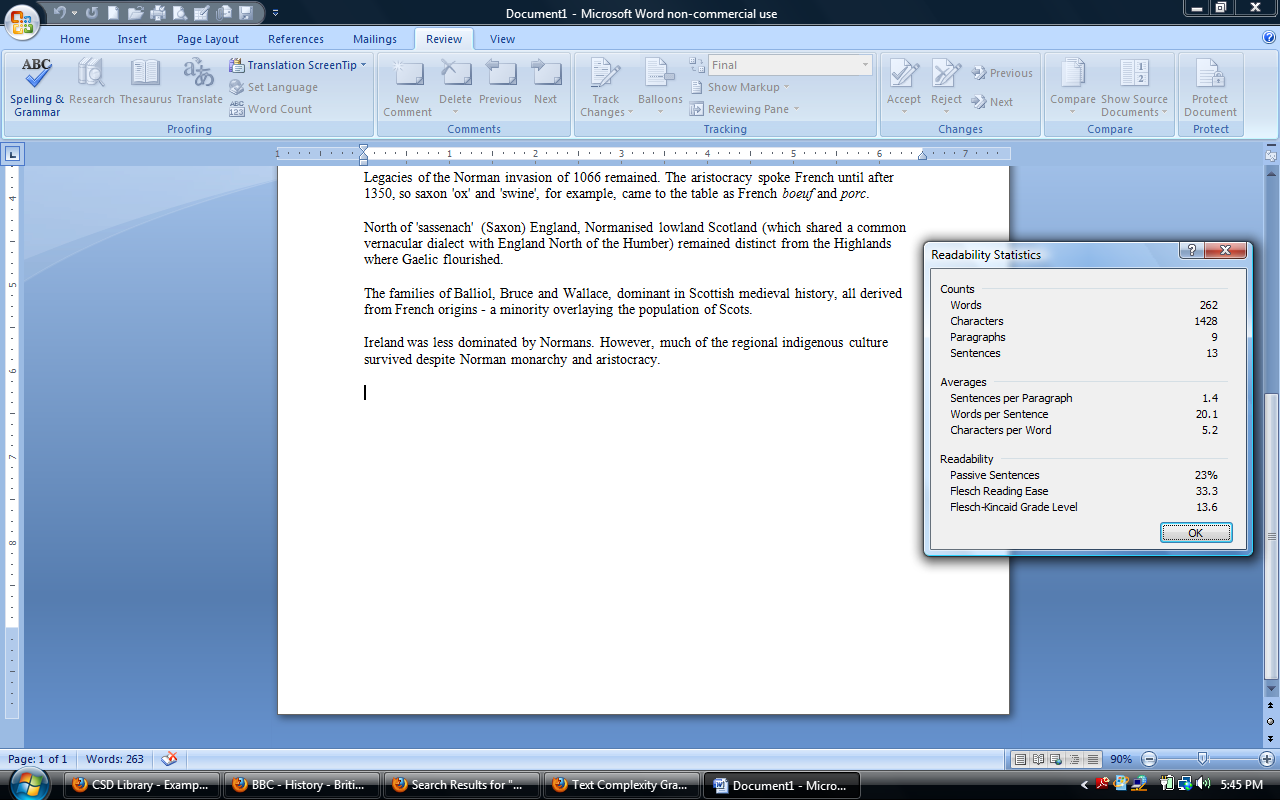
**Accessing the Fleisch-Kincaid Readability Information in *Word 2007***

1. You must adjust the “Settings” for Readability Statistics to appear:
   1. Click on the Office Button
   2. Click on “Word Options” button at bottom of dialog box
   3. Click on “Proofing” Link on left-hand side
   4. Check box “Show Readability Statistics” under “When correcting spelling and grammar in Word”
2. Click on the “Review Tab”
3. Click on “Spelling & Grammar” icon in the Proofing Group
4. Go through the “Spelling & Grammar” proofing, and at the end the Readability Statistics will appear.

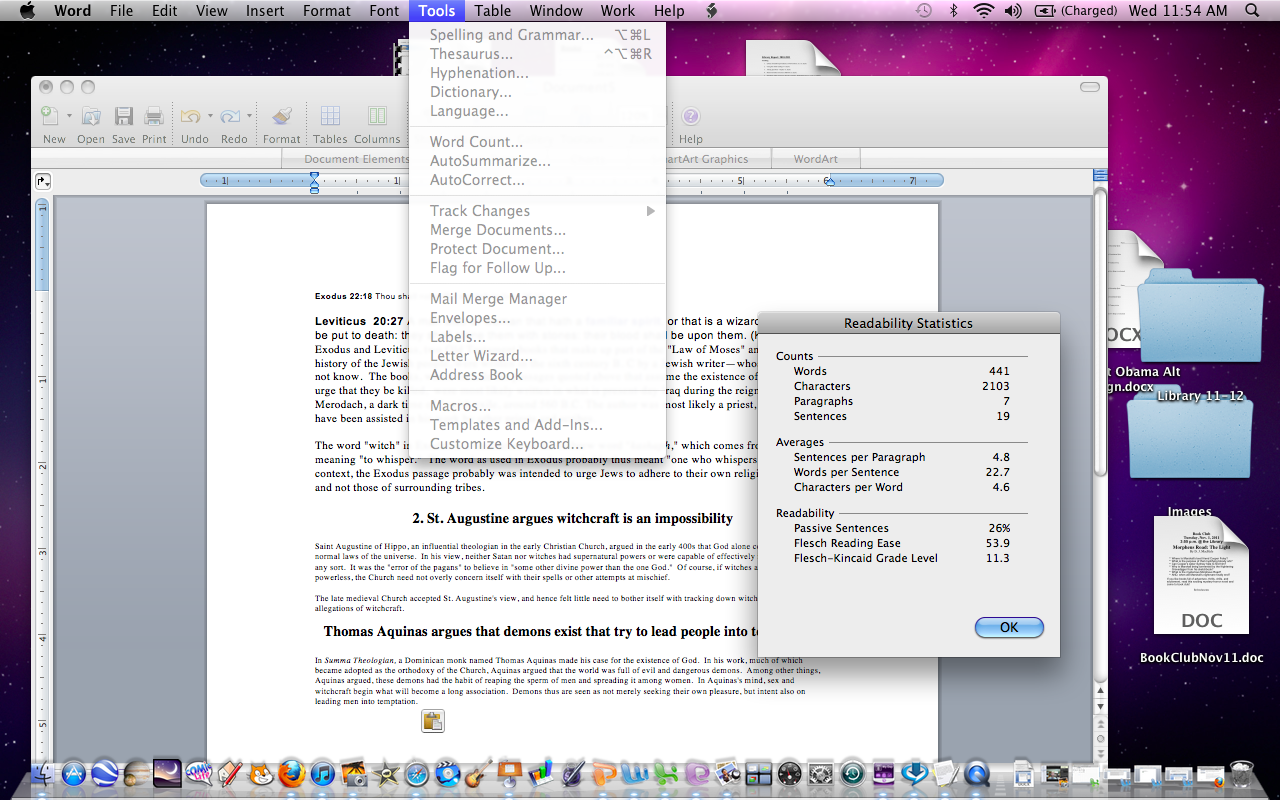


**Accessing the Fleisch-Kincaid Readability Information in *Word 2010***

Follow the same instructions as Word 2007, except click on File instead of the Office Button in 1a.

**Accessing the Fleisch-Kincaid Readability Information in *Word 2008 (MAC)***

1. You must adjust the “Settings” for Readability Statistics to appear:
   1. Under Word in the menu, click on Preferences.
   2. Under Authoring and Proofing Tools, click on Spelling and Grammar.
   3. Under the Grammar section, click on Show Readability
2. Under Tools in the menu, click on Spelling & Grammar
3. Go through the “Spelling & Grammar” proofing, and at the end the Readability Statistics will appear.



**Accessing the Fleisch-Kincaid Readability Information in *Word 2011 (MAC)***

Follow the same instructions as Word 2008.